



THE PLACE FOR YOU

Rehab 2 Perform is the work environment suited for individuals looking for a combination of athletics and health care. The R2P team provides physical therapy to help individuals in the community reach their greatest potential. For those looking to work on a team that is determined to empower all clients who walk in our doors, this is the place for you.

Rehab 2 Perform will be looking for an energetic Full Time Clinic Coordinator to join our Mt. Airy clinic. The Clinic Coordinator will oversee the daily operations of our clinic, communicate and delegate to other clinic coordinators and effectively manage the physical therapists schedule. This individual must be able to efficiently multitask and be driven to provide outstanding customer service.

Candidates must be able to work the following hours during the work week: **schedule is subject to change slightly as needed to meet business needs**

- Monday-Friday: 7:30am-3:30pm

Job Description:

Under the general and direct supervision of the Site Director, Physical Therapist, or Corporate Management, the Clinic Coordinator prepares the patient for treatment by collecting payments and paperwork; performs the housekeeping duties of the department/facility; and oversees the daily operations of the clinic.

Responsibilities and Duties

- Delegation and Coordination of Tasks with other Clinic Coordinators, Physical Therapists, Site Directors and Corporate Management
- Verification of Insurances and Authorizations of visits
- Accurately enter charges (copays, co-insurance and bill payments). Review of daily patient payments
- Preparation and Coordination of In-Services and Events with Site Director and Corporate Management
- Performs clerical duties, such as taking inventory, ordering supplies, answering the telephone or taking messages. Assists patients with paperwork when necessary
- Communicate arrival of clients and help ensure timeliness of sessions
- Multi-tasking of job tasks and responsibilities with the ability to complete in an expected time frame
- Maintains a neat and organized workspace and ensures cleanliness within the facility
- Understanding and assisting in the patients plan of care in regards to scheduling appointments, lost patients, and pro-actively rescheduling appointments
- Follows up and reviews daily reports and proactively communicates the need for a prescription, authorization / referral / precertification to ensure there are no delays with patient care

Qualifications and Skills

- High school graduate or equivalent
- Customer service / relations experience
- Superficial knowledge of the reasons for patient care including physiology, anatomy, and neurology is helpful, but not required
- Previous experience in a clinical setting (hospital or physical therapy clinic) with an understanding of medical billing practices and medical terminology (CPT and ICD10 codes) is a plus
- Accurately and Efficiently uses technology in the office (computer, scanner, iPad, credit card machine), and any software required. Knowledge and use of WebPT, Revflow and other healthcare software is favorable.
- Willing to work under direction and take instructions and corrections; ability to reason, to remember names; details of instructions; must be alert, adaptable, and flexible
- Professional manner; thoughtful of others, gentle and courteous
- Ability to organize and prioritize as things change and the atmosphere is fast pace.
- Experience using G-Suite product (i.e. Google Docs, Gmail, Calendar)
- Comfortable taking initiative (Self-starter)

Job Type: Full-time

Benefits: Medical Insurance benefits will be presented to full time employees through Carefirst BlueCross BlueShield. Investment options are available through a 401k plan, following one (1) year of employment with Rehab 2 Perform. Full time staff receive a minimum of seven (7) paid days off and six (6) paid holidays per year. Vacation increases incrementally with longevity with the company.

Rehab 2 Perform provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Rehab 2 Perform complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Rehab 2 Perform expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Rehab 2 Perform's employees to perform their job duties may result in discipline up to and including discharge.